

- Purpose -

The Indiana State Historic Records Advisory Board (SHRAB) has developed these grants to assess collections and facilities, and to identify preservation concerns at Indiana organizations and institutions that care for historic records. Recipients of these grants will be expected to use consultants to write an assessment about the conditions at the institution and provide guidance for implementing changes to address concerns.

- About the Program -

The Indiana State Historic Records Advisory Board (SHRAB) is making available ten (10) grants of up to \$1,500 each requiring a local match in cash or in-kind of at least 25% or \$500. These ten grants will be available to organizations and institutions in the State of Indiana for use in conducting assessments of collections and facilities and to identify preservation concerns. At the conclusion of the assessment, a written report will be created by the institution and the assessor; a copy will be submitted to the SHRAB. Applicants must demonstrate in their applications that the institution will provide at least 25 percent of the funding for the assessment, while SHRAB will provide up to \$1500. Applicant funds may come from any number of places, including institutional revenue, gifts, other non-federal grants and may be in cash or in-kind. All related monies must be used by the end of the 2010 calendar year.

- Eligibility -

To be eligible for a grant, an institution must be a not-for-profit organization in the State of Indiana with tax-exempt status. Only one application may be sent by each institution. Applicants must:

- care for and have custody of the collections in question;
- ensure the individual conducting the assessment is a professional who works in Indiana;
- submit a financial report, evaluation, and copy of the assessment at the end of the project;
- report any changes or alterations to the project to the Indiana SHRAB prior to their having an effect on the project itself;
- comply with State and federal guidelines and non-discriminatory statutes.

- Restrictions -

Grants will not be awarded for any of (including but not limited to) the following; operating expenses, scholarships, political advocacy, property or major equipment purchases, construction or renovation, social services, or religious practices.

- Application and Submission Information -

Applications must contain a narrative, a budget and an appendix for the project.

- Narrative -

The narrative is used to explain the project. This should include information about:

- the institution's collections;
- how the collections are used;
- the mission of the institution;
- the annual budget, staff size, and attendance/visits at the institution;
- the importance of this project to the institution;
- the institutional goal in carrying out the project;
- names and qualifications of assessors;
- work plan and timeframe for the project.

- Budget -

The budget must show the matching funds (cost sharing) and the SHRAB grant funds using State Form 54237, <https://forms.in.gov/Download.aspx?id=7994>

- Appendix -

Include résumés of the staff and consultants involved in the project.

- Submission -

Grant applications must be completed using State Form 54223 and received by email or postmarked by **Friday, May 14, 2010**. The application is available at <https://forms.in.gov/Download.aspx?id=7944>.

Please send all grant applications to:

SHRAB Archival Assessment Grants
Indiana Commission on Public Records
402 W. Washington St., W472
Indianapolis, IN 46204

Or to:

shrab@icpr.in.gov